

Addendum to Vantage User Instructions – Entering Administrative and Legislative Adjustments

Administrative Adjustments

This section describes the steps necessary to complete administrative adjustments in Vantage for budget to actual monitoring. Throughout the year, as adjustments are made to appropriations, department's will use different forms in Vantage to capture the budgetary changes that occur as a result of these transactions.

Carry Forward:

Carry forward funds of the GF, EF, TF, and TIB fund will automatically be posted to VISION once the prior fiscal year close-out process is complete. This will include both carry forward funds and prior year encumbrances in these funds. In order for Vantage and VISION to reconcile, a budget for the funds that are carried forward and encumbered must be entered into Vantage. This is completed using the CARRYFORWARD_ENCUMBE form. Additionally, any special fund purchase orders that are rolled over as encumbrances must be entered into Vantage. This is also completed using the CARRYFORWARD_ENCUMBE form.

Completing a Carry Forward Transaction:

1. After logging into Vantage, navigate to Advantage Budgeting → Budget Tasks → Formulate Budget request
2. In the Code field enter CARRYFORWARD_ENCUMBE, click search
3. Select form layout, CARRYFORWARD_ENCUMBE
4. To Open a New request Click **New**, to edit an existing request click **Search**, highlight the request you would like to open and click **Edit**.
5. When opening a new request, you will be asked to fill out the following information (a * next to a code field indicates that it is a required field)
 - a. Request Code: (leave blank, this field will auto-generate a number)
 - b. Name: (Your appropriation/Business Unit Name)
 - c. Stage: (1)
 - d. Description: (Leave Blank)
 - e. Ranking Type: (Leave Blank)
 - f. Organization: (enter Business unit or click the hyper link to search for a **business unit**)
 - g. After Entering information, click **Save** in the upper right hand corner of the page
 - h. After clicking Save, a message will indicate the 'Action was successful' and two more tabs will become available: the Budget Lines Tab, and the Document Attachments Tab.
6. To **Add a New Budget Line Item**
 - a. Click on the budget lines tab
 - b. Click New Item

- i. Enter or Search for the appropriate Appropriation Dept. Id
 1. Because the form is created at the Business Unit Level, all the carry forward and encumbrance transactions for one department can be entered on one form
 - ii. Enter or Search for the appropriate Fund
 - iii. Enter or Search for the appropriate Budget Expense Object.
 1. For any funds encumbered or carried forward, use the expense object you plan to use when you spend the funds.
 2. If there is any GF, EF, TF, or TIB funds that are marked for reversion, budget to the Budget Expense Object **TO_BE_REVERTED**
 - iv. Click **Save**
7. When you have completed the form and it is ready for Budget and Management Review, advance the form to Stage 2.
 - a. Go to the **Edit Budget Request** tab
 - b. Next to Stage select **2** from the drop down menu
 - c. Click **Save**

Excess Receipt Requests, New Grants (AA-1), and 'The Pay Act'

Budget detail for excess receipts, new grants, and pay act allocations must be entered into Vantage and reviewed by a budget analyst before forms are forwarded for approval. Once the paper forms have been approved by the appropriate parties and the transactions have posted to VISION, budget analysts will advance the forms to Stage 3 and the budget detail will populate the Budget to Actual reports.

Completing an Excess Receipt Request, a New Grant (AA-1), or Pay Act request:

1. After logging into Vantage, navigate to Advantage Budgeting → Budget Tasks → Formulate Budget request
2. In the Code field enter either **ER_RECEIPT_REQUEST**, **AA-1**, or **PAY_ACT** click search
3. Select form layout, **ER_RECEIPT_REQUEST**, **AA-1**, or **PAY_ACT**
4. To open a new request Click **New**, to edit an existing request click **Search**, highlight the request you would like to open and click **Edit**.
5. When opening a new request, you will be asked to fill out the following information (a * next to a code field indicates that it is a required field)
 - a. Request Code: (leave blank, this field will auto-generate a number)
 - b. Name: (Your appropriation/Business Unit Name)
 - c. Stage: (1)
 - d. Description: (Enter a few relevant details about the specific request such as the ERR rationale or title of the Grant. For instance, departments may wish to use the answer from Section 3a on the ERR form or the Grant Summary line from the AA-1)
 - e. Ranking Type: (Leave Blank)
 - f. Organization: (enter Business unit or click the hyper-link to search for a business unit)
 - g. After entering information, click **Save** in the upper right hand corner of the page

- h. After clicking Save, a message will indicate the 'Action was successful' and two more tabs will become available: the Budget Lines Tab, and the Document Attachments Tab.
6. To **Add a New Budget Line Item**
 - a. Click on the budget lines tab
 - b. Click New Item
 - i. Enter or Search for the appropriate Appropriation Dept. Id
 - ii. Enter or Search for the appropriate Fund
 - iii. Enter or Search for the appropriate Budget Expense Object.
 - iv. Enter the corresponding amount for each dept.ID, fund, and object combination.
 - v. Click **Save**
7. When you have completed the form and it is ready for Budget and Management Review, advance the form to Stage 2.
 - a. Go to the **Edit Budget Request** tab
 - b. Next to Stage select **2** from the drop down menu
 - c. Click **Save**

Rescission and Reversions

Rescissions and reversions will either occur through legislation or will be communicated to departments by Finance and Management. Budget detail must be entered into Vantage once legislation has passed or once a rescission is approved by the administration and/or the emergency board or the Joint Fiscal Committee.

Completing a Reversion or a Rescission:

1. After logging into Vantage, navigate to Advantage Budgeting → Budget Tasks → Formulate Budget request
2. In the Code field enter either **REVERSION** or **RESCISSION**, click search
3. Select form layout, **REVERSION** or **RESCISSION**
4. To open a new request Click **New**, to edit an existing request click **Search**, highlight the request you would like to open and click **Edit**.
5. When opening a new request, you will be asked to fill out the following information (a * next to a code field indicates that it is a required field)
 - a. Request Code: (leave blank, this field will auto-generate a number)
 - b. Name: (Your appropriation/Business Unit Name)
 - c. Stage: (1)
 - d. Description: (Leave Blank)
 - e. Ranking Type: (Leave Blank)
 - f. Organization: (enter Business unit or click the hyper-link to search for a business unit)
 - g. After entering information, click **Save** in the upper right hand corner of the page
 - h. After clicking Save, a message will indicate the 'Action was successful' and two more tabs will become available: the Budget Lines Tab, and the Document Attachments Tab.

6. To **Add a New Budget Line Item**
 - a. Click on the Budget Lines Tab
 - b. Click New Item
 - i. Enter or Search for the appropriate Appropriation Dept. Id
 - ii. Enter or Search for the appropriate Fund
 - iii. Enter or Search for the appropriate Budget Expense Object.
 - iv. Enter the corresponding amount for each dept.ID, fund, and object combination.
 - v. Click **Save**
7. When you have completed the form and it is ready for Budget and Management Review, advance the form to Stage 2.
 - a. Go to the **Edit Budget Request** tab
 - b. Next to Stage select **2** from the drop down menu
 - c. Click **Save**

DA-B-26 and AAF-200

DA-B-26 and AAF-200 transactions are transfers, and subsequently need to be a net zero transaction. Budget detail must be entered into Vantage that decreases spending authority from one appropriation/fund and increases by the same amount in a different appropriation or fund. DA-B-26 detail must be entered into Vantage before Budget and Management approval. AAF-200 transfers can and should be immediately entered into Vantage when the request is sent to Financial Operations. Notify your budget analysts of an AAF-200 request and the transaction will be approved in Vantage once it has been posted to VISION.

Completing a DA-B-26 or an AAF-200:

1. After logging into Vantage, navigate to Advantage Budgeting → Budget Tasks → Formulate Budget request
2. In the Code field enter either **DAB-26** or **AAF-200**, click search
3. Select form layout, **DAB-26** or **AAF-200**
4. To open a new request Click **New**, to edit an existing request click **Search**, highlight the request you would like to open and click **Edit**.
5. When opening a new request, you will be asked to fill out the following information (a * next to a code field indicates that it is a required field)
 - a. Request Code: (leave blank, this field will auto-generate a number)
 - b. Name: (Your appropriation/Business Unit Name)
 - c. Stage: (1)
 - d. Description: (Enter the two funds or the two appropriations that are involved in the transfer)
 - e. Ranking Type: (Leave Blank)
 - f. Organization: (enter Business unit or click the hyper-link to search for a business unit)
 - g. After entering information, click **Save** in the upper right hand corner of the page

- h. After clicking Save, a message will indicate the 'Action was successful' and two more tabs will become available: the Budget Lines Tab, and the Document Attachments Tab.
- 6. To **Add a New Budget Line Item**
 - a. Click on the Budget Lines Tab
 - b. Click New Item
 - i. Enter or Search for the appropriate Appropriation Dept. Id
 - ii. Enter or Search for the appropriate Fund
 - iii. Enter or Search for the appropriate Budget Expense Object.
 - iv. Enter the corresponding amount for each dept.ID, fund, and object combination.
 - v. Click **Save**
 - 1. Note – the DAB-26 and AAF-200 forms will not save unless the transaction nets to zero.
- 7. When you have completed the form and it is ready for Budget and Management Review, advance the form to Stage 2.
 - a. Go to the **Edit Budget Request** tab
 - b. Next to Stage select **2** from the drop down menu
 - c. Click **Save**